



October 27, 2014

TO: NIH Staff

FROM: Director, Office of Human Resources

SUBJECT: Annual Leave – Use It or Donate It!

Have you accrued annual leave this year that you are unable to use? You may want to check your leave balance in [ITAS](#) or on your [leave and earnings statement \(LES\)](#), as you are only allowed to carry 240 hours\* into the next leave year (\*for non-SES members). Annual leave in excess of the carryover limitation must be used before the end of the leave year (**Saturday, January 10, 2015**) to avoid forfeiture.

You are encouraged to work with your supervisor to assist in planning and scheduling the use of annual leave during the entire leave year. If circumstances arise which prevent you from taking previously approved leave due to sickness, an administrative error or an exigency of public business, your excess leave may be restored. In order for leave to be considered for restoration, the leave must be: 1) requested and approved in ITAS before the start of the third biweekly pay period prior to the end of the leave year; 2) cancelled by the supervisor; and 3) cannot be rescheduled prior to the end of the leave year. Therefore, you must schedule annual leave in excess of the carryover limitation no later than **Saturday, November 29, 2014**.

If you don't plan to use your excess annual leave balance, you should consider a donation to others in need of paid leave. Employees have two options for donating leave to colleagues who have exhausted their own leave and have a medical emergency that prevents them from working:

- The NIH Leave Bank, which was launched NIH-wide in 2014. This program will provide a pool of leave from which leave bank members can request leave during a personal or family medical emergency. Donations of annual leave to the Leave Bank may either be made to the general pool, or designated for a specific member. You can learn more on the [NIH Leave Bank](#) webpage.
- The Voluntary Leave Transfer Program (VLTP) allows you to donate accrued annual leave to others who are faced with a personal or family medical emergency. VLTP donations are made to specific individuals. For more information, please visit the [NIH Voluntary Leave Transfer Program](#) webpage.

Please consider a donation to one of these programs if you have annual leave above the carryover limitation that you don't plan to use this year. Should you have questions regarding

any of the above information, please contact your Administrative Officer or VLTP Coordinator.  
Remember to use it or donate it...but don't lose it!

/s/  
Chris Major